Family Emergency Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name:  
Telephone Number:  

Email:  

Neighborhood Meeting Place:  
Telephone Number:  

Regional Meeting Place:  
Telephone Number:  

Evacuation Location:  
Telephone Number:  

Fill out the following information for each family member and keep it up to date.

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security Number</th>
<th>Important Medical Information</th>
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<tbody>
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<td>Name</td>
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Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

**Work Location One**

Address:  
Phone Number:  
Evacuation Location:  

**Work Location Two**

Address:  
Phone Number:  
Evacuation Location:  

**Work Location Three**

Address:  
Phone Number:  
Evacuation Location:  

**Other place you frequent**

Address:  
Phone Number:  
Evacuation Location:  

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<th>Important Information</th>
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<th>Telephone Number</th>
<th>Policy Number</th>
</tr>
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<tr>
<td>Doctor(s):</td>
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<tr>
<td>Other:</td>
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<tr>
<td>Pharmacist:</td>
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<td>Medical Insurance:</td>
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<td>Homeowners/Rental Insurance:</td>
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<tr>
<td>Veterinarian/Kennel (for pets):</td>
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Dial 911 for Emergencies
Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

**Family Emergency Plan**

**EMERGENCY CONTACT NAME:**
**TELEPHONE:**

**OUT-OF-TOWN CONTACT NAME:**
**TELEPHONE:**

**NEIGHBORHOOD MEETING PLACE:**
**TELEPHONE:**

**OTHER IMPORTANT INFORMATION:**

DIAL 911 FOR EMERGENCIES
**RECOMMENDED READY KIT CONTENTS**

**Recommended Items**

- **Water.** One gallon per person per day, for at least 3 days, for drinking and hygiene
- **Food.** At least a 3-day supply of non-perishable food
  - Click here for recipe ideas featuring non-perishable foods, manual tools and alternative heating sources.
- **Can opener.** For food, if kit contains canned food
- **Radio.** Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert, and extra batteries for both
- **Emergency charger** for mobile devices
- **Flashlight** and **extra batteries**
- **First aid kit**
- **Whistle.** To signal for help
- **Face mask.** To help filter contaminated air and plastic sheeting and duct tape to shelter in place
- **Moist towelettes, garbage bags and plastic ties.** For personal hygiene
- **Wrench or pliers.** To turn off utilities
- **Local maps**

**Additional Items**

- **Prescription medications and glasses**
- **Infant formula and diapers**
- **Pet food, extra water, pet supplies, toys and vaccination forms**
- **Important family documents** such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- **Cash or traveler’s checks and change**
- **Emergency reference material** such as a first aid book
- **Sleeping bag or warm blanket** for each person. Consider adding bedding in cold weather.
- **Complete change of clothing.** Include a long sleeved shirt, long pants and sturdy shoes. Consider adding clothing in cold weather.
- **Household chlorine bleach and medicine dropper**
- **Fire extinguisher**
- **Matches** in a waterproof container
- **Feminine supplies and personal hygiene items**
- **Mess kits, paper cups, plates, plastic utensils and paper towels**
- **Paper and pencil**
- **Books, games, puzzles or other activities for children**